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Issued May 28, 1936

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
Washington, D. C.

INSTRUCTIONS TO THE STATE COMMITTEES IN THE NORTH
CENTRAL REGION FOR ANALYZING AND APPROVING
LISTING SHEETS AND COUNTY SUMMARIES

GENERAL DUTIES

Members of the State Committee and all clerical assistants to the State Committee should become thoroughly familiar with the duties of the county committee and clerical assistants to the county committee with respect to the checking and listing of work sheet data as outlined in NCR-7. In general, the duties of the State Committee with respect to the county listing sheets and county summaries are to --

1. Furnish to the county committee the county ratio of soil-depleting crops to all farm land.
2. Furnish to the county committee the county check yield of the major soil-depleting crop in the county which is used in determining the productivity index. This index will usually be based on corn check yields but, with the approval of the State Committee, may be based on some other major soil-depleting crop.
3. Furnish to the county committee the county limits for bases for special soil-depleting crops and the check yields for such special crops.
4. Assist the county committee in breaking down county ratios and county check yields by minor civil divisions.
5. Assist the county committee in carrying out the instructions in NCR-7.
6. Make final adjustments of bases and yield per acre on listing sheets, which adjustments conform to base acreage and yield per acre limits approved by the Agricultural Adjustment Administration.

ANALYZING AND ADJUSTING BASES ON REGULAR LISTING SHEETS

When the listing sheets for a county are received by the State Committee, the steps to be followed are outlined as follows:-

Step 1 Compare the minor civil division and county totals of farm land in Col. (4) with the 1930 U. S. Census. If the total farm land in Col. (4) differs materially from the 1930 U. S. Census for any minor civil division, an analysis should be made of the assessor's farm census data, if such data are available, and any other available information to determine whether the farm land total of Col. (4) should be adjusted to the 1930 U. S. Census total, or whether some deviation from the U. S. Census total can be justified on the basis of the incompleteness of the census or incomplete coverage of work sheets. Before the farm land total for any county is accepted at a figure that differs materially from the 1930 U. S. Census, such deviation from the 1930 U. S. Census figures shall be approved by a regional representative of the Director of the North Central Division.

Step 2 If any appeals in soil-depleting bases were granted by either the county committee or the State Committee as provided in NCR-7A, the bases approved after the granting of the appeal should be entered in Col. (13) of the listing sheet. There should be a line drawn through the figure already entered and the figure granted by the appeal entered in its stead, so that both figures are readily legible.

Step 3 Prepare a general county summary sheet in accordance with instructions in NCR-7, page 4. The approved county ratio of the total soil-depleting crop acreage to all farm land and the approved county check yield should be recorded in ink in the upper right-hand corner of the summary sheet.

Step 4 Check the addition of Col. (4) for each minor civil division listing sheet.

Step 5 Check the addition of Col. (13) for each minor civil division listing sheet. If appeals were granted, use the figures allotted by the granting of the appeal rather than the figures originally entered in Col. (13) by the county committee.

Step 6 Transfer the minor civil division listing sheet totals of Col. (4) and Col. (13) to Col. (4) and Col. (13) of the county summary sheet.

Step 7 Obtain totals of Col. (4) and Col. (13) of the county summary sheet.

Step 8 Compute the ratio of the total of Col. (13) to the total of Col. (4) for each minor civil division and for the county as a whole on the county summary sheet. Enter the county ration below the total of Col. (13)

of the county summary sheet. The minor civil division ratios thus computed should be in agreement with the respective minor civil division ratios established by the county committee or the board of directors, as being equitable between minor civil divisions.

Step 9 Compare the ratio below the total of Col. (13) of the county summary sheet with the approved ratio entered in the upper right-hand corner of the county summary sheet. If the county ratio of Col. (13) is not greater than the county approved ratio, the State Committee should record in ink in Col. (14) of the listing sheets, the same individual bases as are recorded in Col. (13) of the listing sheets. If the county ratio of Col. (13) is greater than the county approved ratio, the State Committee should make the necessary adjustments in individual bases in Col. (13) of the listing sheets and record the adjusted bases in Col. (14) of the listing sheets.

Step 10 After Step 9 is completed add Col. (14) of each minor civil division sheet.

Step 11 Transfer the minor civil division totals of Col. (14) of the listing sheets to Col. (14) of the county summary sheet.

Step 12 Obtain a county total of Col. (14) of the county summary sheet and divide the county total of Col. (14) by the county total of Col. (4). The resultant county ratio shall not exceed the county approved ratio. When so adjusted, ink in all acreage bases in Col. (14) of the listing sheets.

ANALYZING AND ADJUSTING SPECIAL CROP BASES ON SPECIAL CROP LISTING SHEETS

If there is a special crop, such as cotton or tobacco, grown in a county, there will be a special crop listing sheet and a special crop county summary sheet for each of such special crops and for each type of tobacco. Follow the same procedure in correcting figures in Col. (13) in case of appeals being granted as outlined above for the regular listing sheet procedure.

Step 13 Prepare a special crop county summary sheet in accordance with instructions in NCR-7, page 6. The approved county limit for acreage bases and the approved check yield for the special crop under consideration should be entered in the upper right-hand corner of the county summary sheet.

Step 14 Check the addition of Col. (13) for each minor civil division listing sheet. If appeals were granted, use the figures allotted by the granting of the appeal instead of the figures originally entered in Col. (13) by the county committee.

Step 15 Transfer the minor civil division totals of Col. (13) of the special crop listing sheet to the special crop county summary sheet.

Step 16 Obtain totals of Col. (13) of the special crop county summary sheet.

Step 17 Compare the total of Col. (13) of the special crop county summary sheet with the county special crop acreage limit approved for the county for the special crop under consideration. If the county total of Col. (13) is not greater than the county special crop base acreage limit, the State Committee should record in ink in Col. (14) of the special crop listing sheet the same individual bases as are recorded in Col. (13) of the special crop listing sheet. If the county total of Col. (13) is greater than the county special crop base acreage limit, the State Committee should make the necessary adjustments in individual bases in Col. (13) of the special crop listing sheets and record the adjusted bases in ink in Col. (14) of the special crop listing sheets.

Step 18 After Step 17 is completed add Col. (14) of each minor civil division special crop listing sheet.

Step 19 Transfer the minor civil division special crop listing sheet totals of Col. (14) to Col. (14) of the special crop county summary sheet.

Step 20 Obtain a county total of Col. (14) of the special crop county summary sheet, which total shall not exceed the county special crop base acreage limit.

Step 21 Transfer the special crop bases approved by the State Committee from Col. (14) of the special crop listing sheets to Col. (34) or Col. (36) of the regular listing sheets. The name of the special crop listed should be entered in the space provided in the heading of Col. (34) and Col. (35) or Col. (36) and Col. (37) of the regular listing sheets.

Step 22 If more than one crop is listed in the special crop section, Col. (34) to Col. (37) inclusive, of the regular listing sheet, cross add such special crop bases in Col. (34) and Col. (36) for each work sheet listed and enter in ink the cross added total of such crops in Col. (15). Obtain the minor civil division total of Col. (15). The minor civil division total of Col. (15) should be the sum of the minor civil division totals of Col. (34) and Col. (36).

Step 23 Subtract each entry in Col. (15) from the entry on the corresponding line in Col. (14) and enter the remainder in ink in Col. (16). Add Col. (16) and check to see that the total of Col. (14) is equal to the sum of the totals of Col. (15) and Col. (16). Col. (16) will represent the State Committee's approved bases for general soil-depleting crops, including sugar beets and flax. If no special crop bases are to be established in a county then no entries will be made in Col. (15) and Col. (16), but the following notation should be made in Col. (16) - "Same as Col. (14)."

ANALYZING AND ADJUSTING YIELD AND PRODUCTIVITY
ON REGULAR LISTING SHEETS

Step 24 Check the minor civil division adjusted yield per acre recorded in the upper right-hand corner of the listing sheet to see that it is the approved minor civil division check yield.

Step 25 If the county committee has made no entry in Col. (29) multiply each entry in Col. (16) by the corresponding entry in Col. (27) and enter the result in Col. (30). If the county committee has made entries in Col. (29) multiply each entry in Col. (16) by the corresponding entry in Col. (29) and enter the result in Col. (30).

Step 26 Obtain the total of Col. (30) for each minor civil division and divide the total of Col. (30) by the total of Col. (16). If the derived yield is greater than the approved check yield for the minor civil division, the figures in Col. (27) or Col. (29), whichever are final figures submitted by the county committee, shall be adjusted.

Step 27 If the yield derived in Step 26 above is greater than the approved minor civil division check yield, derive an adjustment factor by dividing the approved check yield for the minor civil division by the minor civil division derived yield.

Step 28 Multiply each individual yield in Col. (27) or Col. (29) as the case may be, by the adjustment factor derived in Step 27 and enter the resultant yield in Col. (32). After they are carefully checked for accuracy, the entries in Col. (32) should be inked in.

Step 29 Multiply the approved yield per acre in Col. (32) by the corresponding entry in Col. (16) and enter the result in Col. (31).

Step 30 Obtain the minor civil division totals of Col. (31). Such totals when divided by the respective total of Col. (16) shall produce a yield per acre which is not greater than the minor civil division approved check yield.

Step 31 Transfer the minor civil division listing sheet totals of Col. (31) to Col. (31) of the county summary sheet.

Step 32 Derive individual productivity indices by dividing the individual yields in Col. (32) of the regular listing sheets by the county approved check yield. Such productivity indices should be carried to one decimal place and rounded to a whole number. When checked for accuracy, the entries in Col. (33) should be inked in.

ANALYZING AND ADJUSTING YIELD PER ACRE OF SPECIAL CROPS

Step 33 If the county committee has made no entry in Col. (29) multiply each entry in Col. (14) by the corresponding entry in Col. (27) and enter the result in Col. (30). If the county committee has made entries in Col. (29) multiply each entry in Col. (14) by the corresponding entry in Col. (29) and enter the result in Col. (30).

Step 34 Obtain minor civil division listing sheet totals of Col. (30).

Step 35 Transfer the minor civil division listing sheet totals of Col. (30) to Col. (30) of the special crop county summary sheet.

Step 36 Obtain the county total of Col. (30) of the special crop county summary sheet and divide the county total of Col. (30) by the county total of Col. (14) of the special crop county summary sheet. If the yield so derived for the county is greater than the approved check yield for the county, the figures in Col. (27) or Col. (29) of the special crop listing sheets, whichever are final figures submitted by the county, shall be adjusted.

Step 37 If the derived yield for the county is greater than the approved county check yield, derive an adjustment factor by dividing the approved county check yield by the yield derived for the county in Step 36 above.

Step 38 Multiply each individual yield entered in Col. (27) or Col. (29) as the case may be, by the adjustment factor derived in Step 37 and enter the resultant yield per acre in Col. (32). After they are carefully checked for accuracy, the entries in Col. (32) should be inked in.

Step 39 Multiply the approved yield per acre in Col. (32) by the corresponding entry in Col. (14) and enter the result in Col. (31).

Step 40 Obtain minor civil division special crop listing sheet totals of Col. (31).

Step 41 Transfer the minor civil division special crop listing sheet totals of Col. (31) to Col. (31) of the special crop county summary sheet.

Step 42 Obtain the county total of Col. (31) of the special crop county summary sheet.

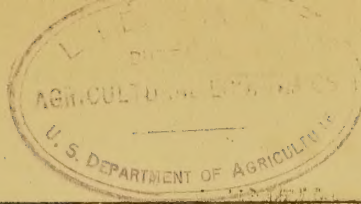
Step 43 Divide the county total of Col. (31) of the special crop county summary sheet by the county total of Col. (14) of the special crop county summary sheet. The result shall not be greater than the approved county check yield.

Step 44 Transfer the State Committee's approved yield from the special crop listing sheets to the special crop section of the regular listing sheets in Col. (35) or Col. (37).

Step 45 Transmit the listing sheets to the county office and include also a letter of approval notifying the county of their adjusted bases and yield per acre and file the county summary sheets in the State Office.

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UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
WASHINGTON, D. C.

INSTRUCTIONS TO STATE COMMITTEES IN THE NORTH
CENTRAL REGION FOR HANDLING CHECK YIELDS,
LISTING SHEETS, AND
COUNTY SUMMARIES

(These Instructions supersede NCR-8, issued May 28, 1936)

GENERAL DUTIES

Members of the state committee and all clerical assistants to the state committee should become thoroughly familiar with the duties of the county committee and clerical assistants to the county committee with respect to the checking and listing of work sheet data as outlined in NCR-7 and NCR-7b. The state committee also shall:

1. Furnish the county committee with the county limit for total soil-depleting bases (the ratio of all soil-depleting crops in the county to all farm land in the county). This limit will be furnished the state committee by the Agricultural Adjustment Administration.
2. Furnish the county committee with the county limits for cotton and tobacco soil-depleting bases. The state limits and recommended county limits for these bases will be furnished by the Agricultural Adjustment Administration.
3. Furnish the county committee with the county check yield of the major soil-depleting crop in the county. Instruct the county committee in the use of this check yield and in the methods to be employed in determining the productivity index for farms in the county in cases where the yield of the major soil-depleting crop in the county is not used for this purpose.
4. Furnish the county committee with the check yields for cotton and tobacco.
5. Assist the county committee in carrying out the instructions in NCR-7 and 7b.
6. Make final adjustments of individual soil-depleting bases and individual acre yields or productivity indexes on listing sheets. The approved soil-depleting bases, acre yields, and productivity indexes must not exceed the respective limits established by the Agricultural Adjustment Administration unless a variance therefrom is recommended by the state committee and approved by the Agricultural Adjustment Administration.

SECTION I

HANDLING CHECK YIELDS

Bulletin NCR B-1, Revised, as amended, states that the rate of payment per acre for diversion in 1936 from the general soil-depleting base to the production of any soil-conserving crop "will vary among farms within the county depending upon the productivity of the crop land on the farm as measured by its normal yield of the major soil-depleting crop in the county". The major soil-depleting crop in the county means the soil-depleting crop to which the largest acreage in the county is devoted. Where the yield of the major soil-depleting crop does not accurately reflect the productivity of the farms in the county, a different basis, as provided herein, for determining the productivity of all farms in the county may be employed. In order to assure that the yields established for individual farms are normal and that any such different basis employed for determining productivity provides comparable results, the weighted average of such yields or productivity indexes must not exceed the county or state check yield or productivity index established by the Agricultural Adjustment Administration.

The procedure to be used by the state committee in furnishing the county committees with check yields and instructions related thereto are as follows:

A. Where Corn is the Major Soil-Depleting Crop in the County.

(1) Furnish each county committee with the county check yield of corn to be furnished the state committee by the Agricultural Adjustment Administration, and at the same time, furnish to the county committee the minor civil division corn check yields which were used in the 1935 corn-hog program. Advise the county committee that the minor civil division check yields are preliminary, and that all yield appraisals will be weighted and adjusted by the state committee so that the weighted average of such yield appraisals will conform to the county check yield.

(2) Advise the county committee that the preliminary minor civil division corn check yields furnished by the state committee should be adopted by the county committee unless the county committee finds that such yields are not equitable as between minor civil divisions. Advise the county committee that if it finds that inequities exist in these preliminary minor civil division check yields, it should make such changes in such minor civil division check yields as it finds will remove such inequities. Instruct the county committee to notify the state committee of such changes and the reasons therefor.

(3) Advise the county committee that great care must be exercised to see that the yields which it recommends maintain equity as between minor civil divisions and as between individuals within minor civil divisions, and that if such care is exercised, the only adjustments made by the state committee will be those required to make such yields weight out to the county check yield.

B. Where a Crop Other than Corn is the Major Soil-Depleting Crop in the County.

(1) If the state committee finds that some crop other than corn is the major soil-depleting crop in the county it should ask the state statistician of the Division of Crop and Livestock Estimates for the 1923-32 county average yield, based on harvested acres, for such other soil-depleting crop and furnish such county check yield to the county committee. Such county check yield should also be forwarded to the North Central Division.

(2) Instruct the county committee to establish preliminary minor civil division check yields for such crop which are equitable as between minor civil divisions. Advise the county committee that it may consult with the state committee in establishing such preliminary minor civil division check yields. Inform the county committee that the yields, based on a soil-depleting crop other than corn, which it recommends, will be subject to the same weighting procedure in the state office as that provided for when corn is the major soil-depleting crop.

(3) Instruct the county committee to enter the name of the crop as well as the preliminary minor civil division check yield in the upper right hand corner of the listing sheets (NCR-6) for each minor civil division.

C. Where the Yield of the Major Soil-Depleting Crop does not Accurately Reflect the Productivity of Farms in a County.

(1) Instruct the county committee to (a) establish a preliminary productivity index for each minor civil division as a percentage of the productivity index for the county, assuming the county productivity to be 100 percent, and (b) forward such preliminary minor civil division productivity indexes to the state committee. Instruct the county committee that such preliminary productivity indexes should be based upon soil type, fertility, productive capacity, and such other factors as will best reflect the productivity of the farms in each minor civil division in the county. Advise the county committee that it may consult with the state committee in establishing such preliminary minor civil division productivity indexes.

(2) Instruct the county committee to have the community committee in each community establish a yield per acre for individual farms in each minor civil division upon the basis of the yield for each such farm of the major crop in such minor civil division, unless the county committee finds that the yield of the major crop in one or more minor civil divisions does not accurately represent the productivity of the farms in such minor civil divisions.

(3) Instruct the county committee that, if it finds that the yield of the major crop in one or more minor civil divisions does not accurately represent the productivity of the farms in such minor civil divisions, it may advise the community committee to establish a productivity index for each farm in such minor civil division or divisions in terms of a percentage of the minor civil division average productivity, assuming the minor civil division average productivity to be 100 percent. Direct the county committee to instruct the community committee that the productivity thus established for individual farms should be based on soil type, fertility, productive

capacity and such other factors as will best reflect the productivity of such farms.

(4) Advise the county committee that, when (a) more than one major crop is used in a county in establishing yields per acre or when (b) one or more crops are used in establishing yields per acre in one or more minor civil divisions and the productivity of farms is established in terms of a percentage of the minor civil division average in other minor civil divisions, the state committee will convert all yields to productivity indexes and will weight and adjust such productivity indexes in the same manner as when productivity was established for all farms in the county on the basis of corn yields.

(5) Instruct the county committee that, wherever it has authorized the community committee to establish the productivity of individual farms in a minor civil division in terms of productivity indexes rather than in terms of yield per acre, such productivity indexes should be listed on the listing sheets (Form NCR-6) in those columns which were to be used for entering the yield per acre. Instruct the county committee to enter in the space provided in the upper right hand corner of the listing sheet the name of the major crop used in determining productivity in each minor civil division for which a crop was used, and the preliminary minor civil division productivity index established for each minor civil division in the county.

D. Where Cotton is Grown in a County.

(1) Furnish the county committee with the cotton check yield for the county. Advise the county committee that the cotton yields established for the county will be weighted and adjusted by the state committee so that the weighted average cotton yield for farms for which cotton soil-depleting bases are established will not exceed the county check yield for cotton.

E. Where Tobacco is Grown in a County.

(1) Establish a preliminary county check yield for each type of tobacco in the county. Such preliminary check yields should be based upon records available in the files of the former state tobacco office and the offices of the former county tobacco control associations and on any other data available. Since the county tobacco yields finally established will have to be such that, when weighted by the sum of the soil-depleting bases for tobacco approved in Columns (34) or (36) of NCR-6 for such county, such weighted average shall not exceed the tobacco yield limit established for the state by the Agricultural Adjustment Administration, the preliminary county tobacco check yields should be weighted by such indications as there are available of the probable tobacco bases in each county to assure that the finally established county check yields for tobacco will closely approximate the preliminary tobacco check yields for the county.

(2) Furnish the county committee with the preliminary county check yield for tobacco and advise the county committee that individual tobacco yields will be weighted and adjusted so that the weighted average tobacco yield for the county will conform to the final county tobacco check yield to be established by the state committee when all tobacco bases have been approved by it.

F. Where Flax is Grown in a County.

(1) Advise the county committee that the flaxseed yield for a farm growing flax in 1936 will be determined by multiplying the average flaxseed yield assigned to the county in which such farm is situated by the productivity index for such farm. The Agricultural Adjustment Administration will furnish the state committee with such average flaxseed yield. Advise the county committee that this computation will be made in the state office when the application for grant with respect to such farm is received by the state committee and the result of such computation entered on such application in the state office.

G. Where Sugar Beets are Grown in a County.

(1) Advise the county committee that a representative sugar beet yield will be established by the Agricultural Adjustment Administration for each farm growing sugar beets in 1936 and furnished to the state committee. Advise the county committee that the state committee will consult with the county committee when such representative sugar beet yields are received from the Agricultural Adjustment Administration, and such adjustments may be made in such representative sugar beet yields as the county committee or state committee determines are necessary to remove any inequities as between individuals in such representative yields, provided such adjustments must not result in any increase in the weighted average yield for the county or factory district above the weighted average yield for such county or factory district prior to such adjustments. Advise the county committee that such sugar beet yield for the farm will be entered upon the application for grant with respect to such farm in the state office.

SECTION II

ADJUSTING TOTAL SOIL-DEPLETING BASES

The steps in adjusting total soil-depleting bases when the regular listing sheets for a county are received by the state committee are as follows:

Step 1. Compare the minor civil division and county totals of farm land in Column (4) with the 1930 U. S. Census. If the total farm land in Column (4) differs materially from the 1930 U. S. Census for any minor civil division, an analysis should be made of the assessor's farm census data, if such data are available, and any other available information to determine whether the farm land total of Column (4) should be adjusted to the 1930 U. S. Census total, or whether some deviation from the U. S. Census total can be justified on the basis of the incompleteness of the census or incomplete coverage of work sheets. Any material deviation in the farm land total of Column (4) from the 1930 U. S. Census must have been approved by an authorized representative of the North Central Division before such total can be used in establishing final soil-depleting bases.

Step 2. If any adjustments in soil-depleting bases are made by either the county committee or the state committee as a result of appeals, as provided in NCR-7a, such adjusted bases should be entered in Column (13) of the

listing sheet. There should be a line drawn through the figure already entered and the adjusted figure entered in its stead, so that both figures are readily legible.

Step 3. Prepare a county summary sheet in accordance with instructions in NCR-7, page 4, and 7b. The county limit for total soil-depleting bases, the approved county check yield, (unless the procedure set forth in Subsection C of Section I of this bulletin is used), and the name of the crop or crops, if any, used in establishing yields should be recorded in ink in the upper right hand corner of the county summary sheet.

Step 4. Check the addition of Column (4) for each minor civil division listing sheet.

Step 5. Check the addition of Column (13) for each minor civil division listing sheet. If adjustments in soil-depleting bases were made as a result of appeals, use the adjusted bases rather than the figures originally entered in Column (13) by the county committee.

Step 6. Transfer the minor civil division listing sheet totals of Column (4) and Column (13) to Column (4) and Column (13) of the county summary sheet.

Step 7. Obtain totals of Column (4) and Column (13) of the county summary sheet.

Step 8. Compute the ratio of the total of Column (13) to the total of Column (4) for each minor civil division and for the county as a whole on the county summary sheet. Enter the county ratio thus computed below the total of Column (13) of the county summary sheet. The minor civil division ratios thus computed should be in agreement with the respective minor civil division ratios established by the county committee or the board of directors, as being equitable between minor civil divisions.

Step 9. Compare the ratio below the total of Column (13) of the county summary sheet with the county limit entered in the upper right hand corner of the county summary sheet. If the county ratio below the total of Column (13) is not greater than the county limit, the state committee should record in ink in Column (14) of the listing sheets, the same individual bases as are recorded in Column (13) of the listing sheets. If the county ratio below the total of Column (13) is greater than the county limit, the state committee should make the necessary adjustments in individual soil-depleting bases in Column (13) of the listing sheets and record the adjusted soil-depleting bases in Column (14) of the listing sheets.

Step 10. After Step 9 is completed, add Column (14) of each minor civil division sheet.

Step 11. Transfer the minor civil division totals of Column (14) of the listing sheets to Column (14) of the county summary sheet.

Step 12. Obtain a county total of Column (14) of the county summary sheet and divide the county total of Column (14) by the county total of

Column (4). The resultant county ratio shall not exceed the county limit. When any necessary adjustments in soil-depleting bases have been made, ink in such adjusted soil-depleting bases in Column (14) of the listing sheets.

SECTION III

COTTON AND TOBACCO SOIL-DEPLETING BASES

If soil-depleting bases for cotton or one or more types of tobacco are to be established for farms in a county, there will be listing sheets for each such crop and the state committee will prepare a county summary sheet tabulating the data to be used in the establishment of soil-depleting bases for these crops. Follow the same procedure in correcting figures in Column (13) of these listing sheets, where adjustments were made as a result of appeals, as outlined heretofore in connection with the adjusting of total soil-depleting bases.

Step 1. Prepare a cotton county summary sheet and a tobacco county summary sheet for each type of tobacco in accordance with instructions in NCR-7, page 6, and NCR-7b. The approved county limit for cotton and tobacco soil-depleting bases, respectively, and the preliminary county check yield for each such crop should be entered in the upper right hand corner of the appropriate county summary sheet.

Step 2. Check the addition of Column (13) for each minor civil division listing sheet. If adjustments were made in cotton and tobacco soil-depleting bases as a result of appeals, use the adjusted soil-depleting bases instead of the figures originally entered in Column (13) by the county committee.

Step 3. Transfer the minor civil division totals of Column (13) of the cotton listing sheets and tobacco listing sheets to Column (13) of the appropriate county summary sheet.

Step 4. Obtain totals of Column (13) of the cotton county summary sheet and tobacco county summary sheet.

Step 5. Compare the total of Column (13) of the cotton county summary sheet and the tobacco county summary sheet, with the appropriate county limit established by the state committee. If the county total of Column (13) is not greater than the county limit for such base, as established by the state committee, the state committee should record in ink in Column (14) of the appropriate listing sheet the same individual soil-depleting bases as are recorded in Column (13) of such listing sheet. If the county total of Column (13) is greater than the county limit for such base, as established by the state committee, the state committee should make the necessary adjustments in individual soil-depleting bases in Column (13) of the appropriate listing sheet and record such adjusted bases in ink in Column (14) of such listing sheet. The total of the soil-depleting bases for cotton and tobacco, respectively, approved by the state committee in the several counties of the state shall not exceed the state limit for each such base established by the Agricultural Adjustment Administration.

Step 6. After Step 5 is completed, add Column (14) of each minor civil division cotton listing sheet and tobacco listing sheet.

Step 7. Transfer the minor civil division totals of Column (14) of the cotton listing sheets and tobacco listing sheets to Column (14) of the appropriate county summary sheet.

Step 8. Obtain the county total of Column (14) of the cotton county summary sheet and of the tobacco county summary sheet. Each such total shall not exceed the appropriate county limit established by the state committee.

Step 9. Transfer the individual soil-depleting bases for cotton and tobacco approved by the state committee from Column (14) of the cotton listing sheets and tobacco listing sheets, respectively, to Column (34) or Column (36) of the listing sheets for total soil-depleting bases. The name of the crop for which the soil-depleting bases have been established should be entered in the space provided in the heading of Column (34) and Column (35) or Column (36) and Column (37) of these listing sheets.

Step 10. If soil-depleting bases for both cotton and tobacco are listed in the special crop section, Column (34) to Column (37), inclusive, of the listing sheet for total soil-depleting bases, cross-add such soil-depleting bases in Column (34) and Column (36) for each work sheet listed and enter in ink the cross-added total of such bases in Column (15). Obtain the minor civil division total of Column (15). The minor civil division total of Column (15) should be the sum of the minor civil division totals of Column (34) and Column (36).

Step 11. Subtract each entry in Column (15) from the entry on the corresponding line in Column (14) and enter the remainder in ink in Column (16). Add Column (16) and check to see that the total of Column (14) is equal to the sum of the total of Column (15) and Column (16). Column (16) will represent the state committee's approved soil-depleting bases for crops in the general soil-depleting base including sugar beets and flax. If no soil-depleting bases for cotton and tobacco are to be established in a county, then no entries will be made in Column (15) and Column (16), but the following notation should be made in Column (16)--"same as Column (14)".

SECTION IV

ADJUSTING YIELDS AND PRODUCTIVITY INDEXES ON LISTING SHEETS

FOR TOTAL SOIL-DEPLETING BASES

Check the preliminary minor civil division yield per acre and crop name recorded in the upper right hand corner of the listing sheet to see that it agrees with the preliminary minor civil division check yields and crop names forwarded to the county committee by the state committee. If preliminary minor civil division productivity indexes have been established, check the preliminary minor civil division productivity index recorded in the upper right hand corner of the listing sheet to see that it agrees with the preliminary minor civil division productivity index for such minor civil division forwarded to the state committee from the county committee. Review the preliminary minor civil division check yields and productivity indexes, if any,

recorded in the upper right hand corner of the listing sheet and if deemed necessary, after consulting with the county committee, make such revisions of such preliminary yields or productivity indexes as are necessary to maintain equity between minor civil divisions.

The preliminary minor civil division check yields or productivity indexes are designed to obtain equitable yield appraisals between minor civil divisions. Final minor civil division check yields or productivity indexes must be computed by the state committee which, when weighted by the minor civil division totals of Column (16) of NCR-6, will not exceed the county check yield. Proceed as follows:

(1) Where a major soil-depleting crop (corn or some other crop approved by the state committee) is used in all minor civil divisions in a county in establishing productivity.

Step 1. Multiply the preliminary minor civil division check yield by the minor civil division total of column (16) of the listing sheets and obtain a county total of such extensions.

Step 2. Divide the county total of the extensions obtained in Step 1 by the county total of Column (16) to derive a county average yield.

Step 3. Divide the county check yield by the county average yield obtained in Step 2 to obtain an adjustment factor.

Step 4. Multiply each preliminary minor civil division check yield by the factor obtained in Step 3 to obtain the final minor civil division check yield.

Step 5. Enter the appropriate final minor civil division check yield obtained in Step 4 in the upper right hand corner of each listing sheet in red ink and circle it.

Step 6. If the county committee has made entries in Column (29) multiply each entry in Column (16) by the corresponding entry in Column (29) and enter the result in Column (30). If the county committee has made no entry in Column (29) multiply each entry in Column (16) by the corresponding entry in Column (27) and enter the result in Column (30).

Step 7. Obtain the total of Column (30) for each minor civil division and divide the total of Column (30) by the total of Column (16). If the derived yield is greater or less than the final minor civil division check yield, the figures in Column (29), or in Column (27) if no entry has been made by the county committee in Column (29), shall be adjusted.

Step 8. If the yield derived in Step 7 above is greater or less than the final minor civil division check yield, derive an adjustment factor by dividing the final minor civil division check yield by the minor civil division derived yield.

Step 9. Multiply each individual yield in Column (27) or Column (29), as the case may be, by the adjustment factor derived in Step 8 and enter the resultant yield in Column (32). After they are carefully checked for accuracy,

the entries in Column (32) should be inked in.

Step 10. Multiply the approved yield per acre in Column (32) by the corresponding entry in Column (16) and enter the result in Column (31).

Step 11. Obtain the minor civil division totals of Column (31). The yield per acre obtained by dividing such totals by the respective totals of Column (16) shall not be greater than the final minor civil division check yield.

Step 12. Transfer the minor civil division listing sheet totals of Column (31) to Column (31) of the county summary sheet.

Step 13. Derive individual productivity indexes by dividing the individual yields in Column (32) of the listing sheets for total soil-depleting bases by the county check yield. Such productivity indexes should be carried to one decimal place, rounded to the nearest whole percent (fractions of five-tenths or less shall be dropped) and entered in Column (33). When checked for accuracy, the entries in Column (33) should be inked in.

(2) Where different crops have been used in minor civil divisions of a county in establishing yields, or yields have been established in one or more minor civil divisions in terms of a percentage of the minor civil division average for such minor civil division or divisions.

Step 1. Multiply the preliminary minor civil division productivity index for each minor civil division by the appropriate minor civil division total of Column (16) of the listing sheet and obtain a county total of such extensions.

Step 2. Divide the county total of the extensions obtained in Step 1 by the county total of Column (16).

Step 3. Divide the productivity index for the county (100) by the result obtained in Step 2 to obtain an adjustment factor.

Step 4. Multiply the preliminary minor civil division productivity index for each minor civil division by the adjustment factor obtained in Step 3 to obtain a final minor civil division productivity index for each minor civil division.

Step 5. Enter the appropriate final minor civil division productivity index obtained in Step 4 in the upper right hand corner of each listing sheet in red ink and circle it.

Step 6. Preliminary individual productivity indexes will have to be calculated for those minor civil divisions of a county in which productivity has been established on the basis of the yield per acre of a crop. Such yields will be recorded in Column (29) of the listing sheet or in Column (27) of the listing sheet. Derive a straight average of such yields for each minor civil division.

Step 7. Divide each individual yield in each such minor civil division by the appropriate minor civil division straight average obtained in Step 6. Carry this result to one decimal and round to the nearest whole percent.

Step 8. Enter the preliminary individual productivity indexes obtained in Step 7 in Column (28) of the listing sheets for each such minor civil division, making the appropriate revision in the heading of such column.

Step 9. If the state committee has made entries in Column (28), multiply each entry in Column (16) by the corresponding entry in Column (28) and enter the result in Column (30). If it has been unnecessary for the state committee to make any entries in Column (28) because the productivity for individual farms in the minor civil division has been established as a percentage of the minor civil division average, and if the county committee has made entries in Column (29), multiply each entry in Column (16) by the corresponding entry in Column (29) and enter the result in Column (30). If it has been unnecessary for the state committee to make any entries in Column (28) and the county committee has made no entries in Column (29), multiply each entry in Column (16) by the corresponding entry in Column (27) and enter the result in Column (30).

Step 10. Obtain the totals of Column (30) for each minor civil division and divide such total by the appropriate minor civil division total of Column (16). If the derived productivity index for the minor civil division is greater or less than 100, the figures in Column (27), (28) or (29), whichever records the preliminary index of productivity, shall be adjusted.

Step 11. If the productivity index derived in Step 10 above is greater or less than 100, derive an adjustment factor by dividing 100 by the derived productivity index for such minor civil division.

Step 12. Multiply each individual productivity index in Column (27), (28) or (29), whichever records the preliminary index of productivity, by the adjustment factor derived in Step 11 and enter the resultant productivity index in Column (32). After they have been carefully checked for accuracy, the entries in Column (32) should be inked in.

Step 13. Multiply the approved productivity indexes in Column (32) by the corresponding entry in Column (16) and enter the result in Column (31).

Step 14. Obtain the minor civil division totals of Column (31). The productivity index obtained by dividing such totals by the respective totals of Column (16) shall not be greater than 100.

Step 15. Transfer the minor civil division listing sheet totals of Column (31) to Column (31) of the county summary sheet.

Step 16. Derive individual productivity indexes by multiplying the individual productivity indexes in Column (32) of the regular listing sheets by the final productivity index for the minor civil division, divide the product by 100, and enter the result in Column (33). Such productivity indexes should be carried to one decimal place and rounded to the nearest whole percent (fractions of five-tenths or less shall be dropped). When checked for accuracy, the entries in Column (33) should be inked in.

ADJUSTING YIELDS PER ACRE OF COTTON AND TOBACCO

(1) Cotton:

Final county check yields for cotton will be supplied the state committee by the Agricultural Adjustment Administration, so the procedure as hereinafter set forth for adjusting the yield per acre of cotton can be followed as soon as all the cotton listing sheets have been received from the county.

Step 1. If the county committee has made entries in Column (29) of the cotton listing sheet, multiply each entry in Column (14) by the corresponding entry in Column (29) and enter the result in Column (30). If the county committee has made no entry in Column (29) of the cotton listing sheet, multiply each entry in Column (14) by the corresponding entry in Column (27) and enter the result in Column (30).

Step 2. Obtain minor civil division cotton listing sheet totals of Column (30).

Step 3. Transfer the minor civil division cotton listing sheet totals of Column (30) to Column (30) of the county cotton summary sheet.

Step 4. Obtain the county total of Column (30) of the county cotton summary sheet and divide the county total of Column (30) by the county total of Column (14) of the county cotton summary sheet. If the yield so derived for the county is greater or less than the final check yield for the county, the figures in Column (27) or Column (29) of the cotton listing sheets, which ever are final figures submitted by the county, shall be adjusted.

Step 5. If the derived yield for the county is greater or less than the final county check yield, derive an adjustment factor by dividing the final county check yield by the yield derived for the county in Step 4 above.

Step 6. Multiply each individual yield entered in Column (27) or Column (29), as the case may be, by the adjustment factor derived in Step 5 and enter the resultant yield per acre in Column (32). After they are carefully checked for accuracy, the entries in Column (32) should be inked in.

Step 7. Multiply the final yield per acre in Column (32) by the corresponding entry in Column (14) and enter the result in Column (31).

Step 8. Obtain minor civil division cotton listing sheet totals of Column (31).

Step 9. Transfer the minor civil division cotton listing sheet totals of Column (31) to Column (31) of the county cotton summary sheet.

Step 10. Obtain the county total of Column (31) of the county cotton summary sheet.

Step 11. Divide the county total of Column (31) of the county cotton summary sheet by the county total of Column (14) of the county cotton summary sheet. The result shall not be greater than the final county check yield.

Step 12. Transfer the state committee's approved yield from the cotton listing sheets to the appropriate column in the special crop section of the listing sheets for total soil-depleting bases.

(2) Tobacco:

Final tobacco check yield for a county cannot be determined until tobacco listing sheets have been received from all counties in the state in which tobacco soil-depleting bases are being established, so the tobacco listing sheets from a county, after being checked for accuracy and after being reviewed for reasonableness and equity, should be handled as follows:

Step 1. If the county committee has made entries in Column (29) of the tobacco listing sheet, multiply each entry in Column (14) by the corresponding entry in Column (29) and enter the result in Column (30). If the county committee has made no entries in Column (29) of the tobacco listing sheet, multiply each entry in Column (14) by the corresponding entry in Column (27) and enter the result in Column (30).

Step 2. Obtain minor civil division tobacco listing sheet totals of Column (30).

Step 3. Transfer the minor civil division tobacco listing sheet totals of Column (30) to Column (30) of the county tobacco summary sheet.

Step 4. Obtain the county total of Column (30) of the county tobacco summary sheet and transfer the total of this column and Column (14) of the county tobacco summary sheet to a state tobacco summary sheet.

Step 5. File the tobacco listing sheets and county tobacco summary sheet for the county until tobacco listing sheets have been received from all counties in which tobacco bases are established.

Step 6. When tobacco listing sheets have been received from all counties in which tobacco soil-depleting bases are to be established and Steps 1 to 5 completed for all counties, review the preliminary county check yields for tobacco for reasonableness and equity.

Step 7. Obtain the state total of Column (30) of the state tobacco summary sheet and divide the state total of Column (30) by the state total of Column (14) of the state tobacco summary sheet. If the yield so derived for the state is greater or less than the approved check yield for the state, the preliminary county check yield for tobacco shall be adjusted.

Step 8. If the derived yield for the state is greater or less than the approved state check yield for tobacco, derive an adjustment factor by dividing the approved state check yield by the yield derived for the state in Step 7.

Step 9. Multiply each preliminary county yield entered in Column (30) of the state summary sheet by the adjustment factor derived in Step 8 above and enter the resultant yield per acre in Column (32) of the state tobacco summary sheet. After they have been carefully checked for accuracy, the entries in Column (32) of the state tobacco summary sheet should be inked in.

Step 10. Divide the county total of Column (30) of the county tobacco summary sheet by the county total of Column (14) of the county tobacco summary sheet. If the yield so derived for the county is greater or less than the final check yield for the county as determined in Step 9 above, the figures in Column (27) or Column (29) of the tobacco listing sheets, whichever are the final figures submitted by the committee, shall be adjusted.

Step 11. If the derived tobacco yield for the county is greater or less than the final county check yield for tobacco, derive an adjustment factor by dividing the final county check yield by the yield derived for the county in Step 10 above.

Step 12. Multiply each individual yield entered in Column (27) or (29), as the case may be, by the adjustment factor derived in Step 11 above and enter the resultant yield per acre in Column (32). After they are carefully checked for accuracy, the entries in Column (32) should be inked in.

Step 13. Multiply the approved yield per acre in Column (32) by the corresponding entries in Column (14) and enter the result in Column (31).

Step 14. Obtain minor civil division tobacco listing sheet totals of Column (31).

Step 15. Transfer the minor civil division tobacco listing sheet totals of Column (31) to Column (31) of the county tobacco summary sheet.

Step 16. Obtain the county total of Column (31) of the county tobacco summary sheet.

Step 17. Divide the county total of Column (31) of the county tobacco summary sheet by the county total of Column (14) of the county tobacco summary sheet. The result shall not be greater than the final county check yield for tobacco.

The listing sheets for total soil-depleting bases should be returned to the county office after the procedure set forth herein, with the exception of Part (2) of Section V, has been completed. At the time that the listing sheets are returned to the county office, a letter of approval notifying the county of the aggregate of its adjusted soil-depleting bases, and final productivity indexes and cotton yields per acre should be included. This form letter of approval will be provided the state committee by the North Central Division. This letter should be prepared in quadruplicate, the original forwarded to the county committee, one copy filed in the state office together with the county summary sheets, and two copies forwarded to the Director of the North Central Division.

When final individual tobacco yields have been approved by the state committee, they should be entered in Column (35) or (37) of the tobacco listing sheets, and such listing sheets transmitted to the county office together with a letter of approval notifying the county of its adjusted tobacco yields.